



IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

Bill Northey, Secretary of Agriculture

To: Soil and Water Conservation Districts

From: Jake Hansen, Chief
Water Resources Bureau



Date: December 17, 2013

Subject: Request for Proposals (RFP) for Watershed Development and Planning Assistance Grants

Action Needed: Proposals are due by **January 31, 2014** for consideration.

The Division of Soil Conservation is accepting proposals for Watershed Development and Planning Assistance (WDPA) grants. The purpose of this program is to assist soil and water conservation districts with development of effective watershed project applications designed to protect soil, water quality, and other natural resources, and/or to improve flood control.

RFPs for the WDPA program are issued when program needs exist and when funding is available. The Division estimates approximately \$80,000 will be available to fund 4-8 proposals with this RFP. Please read all of the attached documents and seek assistance from your Regional Basin Coordinator prior to submitting an application. The closing date for this RFP is **January 31, 2014**.

The WDPA program allows Districts and watershed partners to complete comprehensive watershed assessments, identify natural resource problem(s) and their potential sources, identify local partners, and determine landowner support for implementing identified projects. Sufficient information should be generated so that future requests can be made for various grant and cost-share programs including the Watershed Protection Fund (WSPF), Water Protection Fund (WPF), EPA Section 319 funding through the Iowa Department of Natural Resources (DNR), the Clean Water SRF Water Resource Restoration Program, the Water Quality Initiative (WQI) and the Watershed Improvement Fund administered by the Watershed Improvement Review Board (WIRB).

Funds offered through the WDPA program are not intended to implement best management practices (BMPs). Rather, the funds are intended to offset expenses of completing assessment, planning, and information and education processes. Acceptable costs may include, but are not limited to:

- Funds for staffing to gather data as part of a GIS-based and/or field-based watershed assessment, and to prepare implementation application(s) when appropriate. WDPA-supported staff should be SWCD employees. If a third-party contract is necessary for a specific task, the contractual relationship and specific task(s) should be identified in the proposal.
- materials to conduct information and education activities, and
- postage and printing costs to conduct stakeholder surveys

Application Guidance:

- Districts are strongly encouraged to request the assistance of your appropriate Regional Basin Coordinator in developing proposals. The coordinators are listed below:
 - Bob Waters, Western Iowa, 515-306-7012, bob.waters@iowaagriculture.gov
 - James Martin, Southeast Iowa, 641-472-8411, ext. 111, james.martin@iowaagriculture.gov
 - Jeff Tisl, Northeast Iowa, 515-971-0971, jeff.tisl@iowaagriculture.gov
 - Kyle Ament, Upper Des Moines and Raccoon River Watersheds—515-242-6196, kyle.ament@dnr.iowa.gov
- An application template is attached to this memo and should be used to prepare proposals. The template can also be found on the Iowa Department of Agriculture and Land Stewardship website at: <http://www.iowaagriculture.gov>
- Completed proposals must be e-mailed to jake.hansen@iowaagriculture.gov in .pdf format. If a proposal exceeds 10 MB in size, contact me at (515)725-2962 or jake.hansen@iowaagriculture.gov.
- Proposals must be submitted electronically **by 5:00 pm on January 31, 2014.**

Districts will be notified after proposal evaluations as to which proposals will be selected for funding, and selected Districts will enter into a grant agreement with the Division. Costs associated with preparation of WDPA proposals are not eligible for reimbursement, and any costs incurred prior to the Effective Date of a grant agreement are not considered to be allowable program expenses.

I encourage your District to work with potential partners to evaluate watershed protection needs, and to consider applying for Watershed Development and Planning Assistance grant funds.

JH:JN

Attachments

cc: DNR Watershed Improvement Section
DSC Field Staff
Field Representatives
Regional Basin Coordinators
SWCD Employees
Watershed Management Authorities
League of Cities